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ABSTRACT

The purpose of these guidelines is to assist librarians in providing students and faculty with appropriate information about computerized sources of information, particularly national online and compact disc (CD-ROM) databases. The guidelines offer ideas for brief, medium-length, and long presentations on the use of online searches, including information on their advantages and disadvantages, the costs of searches, strategies for initiating searches, and formulating a search strategy. An example of a printout from a search of a search request form are attached. (GL)

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The Ohio State University
LIBRARIES

GUIDELINES FOR INTEGRATING ONLINE DATABASE INFORMATION INTO BIBLIOGRAPHIC INSTRUCTION

Written by the User Education Subcommittee To Promote Online Information in the User Education Program: David Lincove (chair), Heidi Mercado, Jennifer Kuehn, Steve Rogers, Katherin McConnell, Kristine Banischek , Mary Beth Bunge.

I. PURPOSE:

Computerized databases are an increasingly important source of information for The Ohio State University students and faculty, although many users are either unaware of the sources which exist or do not fully understand what online databases can offer them in their research and how they relate to the traditional printed sources of information. University librarians are encouraged to include information about online services in their bibliographic instruction presentations.

The purpose of these guidelines is to assist librarians in providing students and faculty with appropriate information about computerized sources of information, particularly national online and compact disc (CD-ROM) databases. The guidelines serve as a source of encouragement and help to librarians by offering ideas about how to incorporate online information sources into the traditional bibliographic instruction session. Whether the librarian performs database searching regularly or not at all, the guidelines offer a variety of approaches which vary depending on the purpose of the presentation being given and the time available. Online sources maybe an integral part of any bibliographic presentation, although the method and degree of presentation is left to the discretion of the librarian.

II. ESSENTIAL INFORMATION FOR PRESENTATIONS

The following sections offer ideas and suggestions for giving three types of presentations defined by the lenght of the presentation - brief, medium, and long presentations about online sources and services. Each section lists information which would be appropriate, depending on time constraints and the purpose of the lecture.

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

A. Brief online presentations (about 10 minutes or less)
-Usually brief presentations are given when the focus of a BI session is on printed sources, orientation sessions covering primarily general library services and/or collections, or when time is limited.

1. In a brief presentation consider the following:

-What is a computer search? A database?
A computer search retrieves information, usually bibliographic or statistical, from a computerized database. A computer search uses Boolean logic which allows the searcher to combine words or phrases so that articles mentioning combinations of terms may be retrieved. (Give a brief example. See B1, p. 5 for example) A database is a collection of information in computerized format which usually pertains to a defined subject area, such as engineering, chemistry or demographic statistics. Usually the databases are bibliographic and contain citations to books, articles, dissertations, government publications, and other published and unpublished sources.

-What does an online search produce?
An online search usually produces a list of citations which include the author, article title, journal title, and the volume, page and date of publication. An abstract describing the publication is often available as well. The results may be printed at the searcher's printer or may be ordered to arrive in the mail within 3 to 5 days. Printing references online at the printer often costs more than ordering the references, but this depends on the vendor used. The librarian who performs the search will recommend the least expensive method depending on the patron's needs.

-How do computer databases relate to printed sources?
Computerized databases often have printed counterparts, such as Psychological Abstracts, Readers' Guide to Periodical Literature, or Social Work Abstracts. Bibliographic indexes such as these may be searched manually or by using the computerized version. While the printed edition usually offers only a one dimensional approach to the literature (i.e., one

once and often only one year at a time), the computerized version allows for the combination of various subject headings across many years. Computerized databases also allow researchers to request specific years, languages, or document types, such as conference proceedings or government documents.

-When should an online database search be done? (Advantages)

In addition to comments made above, online searching can:

1. Save the patron time by searching many years of literature and printing out many citations within a few minutes.
2. A person's topic may be so new or so specific that the printed sources are inadequate for gaining access to information.
3. Some databases either do not have printed counterparts or they consist of many sources which could not be reviewed very conveniently. Even when there is a printed edition, the library may not own it.

-When should an online search not be done? (Disadvantages)

1. Online databases are limited because they usually index only the last ten to twenty years of the literature in a given field.
2. Often the patron will need literature not covered by the online database.
3. All topics are not covered by online databases. Many printed sources which are not computerized will better serve the patron's needs.
4. When a search topic is very broad, a database search may not be appropriate. The patron may have to define the topic so that the search will be more affordable and offer an acceptable degree of relevance compared to the total number of citations printed.
5. The cost of a given search may be an important factor when deciding whether or not to do a search.
6. The computer searches only strings of characters and does not understand concepts or subjects. Vague terminology may produce unsatisfactory results. In this situation a manual search may be best.

-How much does it cost? Give a range of costs.

The cost of an online search varies with the database and vendor used. Costs are determined by the computer time used (from the moment you enter a database until you leave it) and the per citation charges. Charges usually range from $5 to $35 but can be higher if many references are printed. The patron can control the cost of a search by communicating cost limitations to the searcher and by restricting the amount of information printed.

-What to do to get a search done?

Contact a librarian at one of the online searching locations which are listed on the back of the Automated Reference Service brochure. The librarian will talk with you about your topic,the strategy to be searched, the appropriate databases available, and the possible cost of a search. The patron may be present at the search if he/she so chooses. The interview is crucial in order for the librarian to determine exactly what the patron wants from the search. Sometimes the librarian will recommend that a search not be done when other sources are more appropriate or when a topic is not suitable for a search.

2. HANDOUTS: Automated Reference Service brochure

B. Medium Presentation (About 15 - 30 minutes)

1. In addition to the information for a brief presentation, the following should also be given in the case of medium level presentations:

-What is a search strategy and how is it formulated?

1. A topic for an online search is divided into concepts or subject groups.
2. Key words are used in each subject group. The subject groups are combined so that at least one key word or phrase from each subject group appears in every citation.
3. A search can be done by author; corporation; key words or phrases appearing in titles, subject headings, or abstracts; journal titles; report numbers; as well as many other ways, depending on the databases being searched.

When formulating the search strategy, *(Show an example of the search form provided in the Appendix)* explain how a search can be general or very specific.

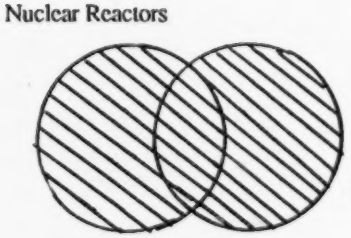
General search : If little has been written on a topic, a more general term would probably retrieve more references than a more specific term. A broad topic, such as "engineering instruments" will retrieve many references on all kinds of instruments, instead of a narrow search on a specific instrument such as an "oscilloscope".
Specific search : If a specific term such as"oscilloscope" is being searched, all the synonyms, trade names etc., should also be searched to ensure a comprehensive and complete search.

The patron may help find references on new or difficult topics by providing the librarian with examples of relevant articles. Subject headings used in one article can be identified and used to find other articles on the same subject.

-What is Boolean logic?
Boolean logic is used to perform an online search. It is based on "or", "and", and "not" statements to combine subjects.

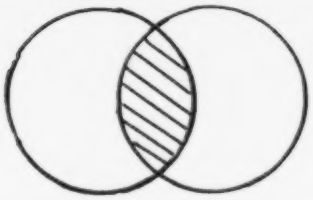
1. "**or**" is used to create groups of synonymous terms or concepts
2. "**and**" is used to narrow the results by combining subject groups so that at least one term from each subject group appears in a citation
3. "**not**" is used to eliminate certain terms from the results

For a search on Earthquake Effects on Nuclear Reactors:



"**Or**" is used here to broaden the search and pick up all the citations under each appropriate term. Citations may have either "Nuclear reactors" or "Nuclear plants" present present.

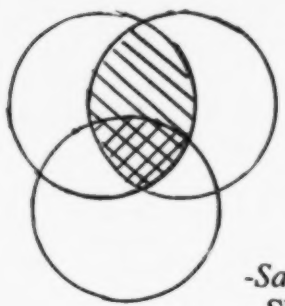
Nuclear Reactors



Earthquakes

Nuclear Reactors + Earthquakes

"**And**" is used to narrow the results. Citations must have both the concepts of "Nuclear Reactors "and" Earthquakes are present.



3 Mile Island

"**Not**" is used to eliminate certain terms. This will retrieve all citations on"Nuclear Reactors" and "Earthquakes", but not those that mention "Three Mile Island"

-Sample searches

Show a sample search and describe the steps of the search. Show an example of a printout

-Search results

1. These usually are citations to journal articles, conference papers, books and reports. Abstracts that describe the content of articles are often available.

2. Non-bibliographic databases generate financial, statistical, company information, or directory information and do not list any citations.

3. The citations are automatically listed in reverse chronological order, with the latest information printed out first. However, printouts in a variety of arrangements are available - alphabetical, chronological, etc. depending on the database.

4. An offline printout is printed by the vendor using a laser printer and mailed to the library for distribution. (Show an off-line printout). This is often less expensive when there are many citations. It takes about 2-3 days to receive in the mail.

-*Cost of a search*
The more complicated the search, the more costly it will be because charges are assessed by the vendor for the time used while online. The cost of computer time may range from $.35 - $2.00 per minute depending on the database used. A simple search of 1 or 2 terms and about 20 citations can cost under $10.00; however, the average scientific search usually costs between $20.00 - $40.00.

-*Current awareness*
Current awareness or SDI (Selective Dissemination of Information) searches automatically make the latest information available as soon as it is added to the databases. The search terms are entered online and stored in the vendor's computer, and are mailed at regular intervals, usually every month.

2. HANDOUTS: Automated Reference Service brochure; Annotated database guide in a general subject area or specific to the course.

C. Long presentations (more than 30 minutes)

-A long presentation on database searching would include all of the above plus a demonstration, either an online demonstration or a demonstration with transparencies.

-Emphasize the flexibility of the service and the many options available, such as author searching; date, language and document type limitations; field searching limitations.

-A more extensive discussion of related databases may be appropriate.

-Information could also included about the producers of the databases (e.g. American Psychological Association), database vendors (e.g. DIALOG), and telecommunications networks (e.g. Telenet), and their relationship to each other.

D. Guide for Online Demonstrations

-When planning demonstrations be aware of who the audience will be and what type of demonstration would appeal to them.
-If the demonstration has not already been preceded by an explanation of what online searching is, then this should be done. Also include: sources covered, relationship to printed sources, the basic Boolean approach.

Preparing for the Demonstration

-*What Equipment will you need?* (microcomputer, communication software, electrohome projector with Toshiba micro., printer, paper, telephone line, modem, overhead projector)

-*The following equipment is available from the Automation Office (2-6151):*

1. 3 Panasonic microcomputers (256 K, 2 floppy disc drives, built in printer, DOS for Toshibas, Smartcom II software)

2. 1 Toshiba microcomputer (640 K, 2 floppy disc drives [3 1/2 inch discs], DOS, Procomm software)

3. The electrohome projector will work only with the Toshiba microcomputer.

-*What searching information will you need?* (password, vendor documentation such as Dialog blue sheets)

-*Will you use a prearranged strategy or ask for topics from the audience?* Use examples which are of interest to the group. Always have a prearranged topic in case you need it.

-*What to illustrate in a Demonstration?*

1. Free text searching
2. Use of Boolean operators
3. Truncation
4. Illustrate ability to narrow a search strategy

5. Restrict to different fields
6. Display and/or print documents from the strategy and show different display formats. Point out the terms in the references which were used in the strategy.
7. Illustrate a temporary save and execute the search in a second database.
8. Illustrate at lease 2 or 3 databases if appropriate

-*The cost of a demonstration* is taken from the budget for ready reference searches. Direct any questions regarding costs to the Coordinator of Online Searching.

10/88

[redacted] 09/15/88 PSYC
PSYCINFO 1966-OCT 1988

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1 ADULT ADJ (OFFSPRING OR CHILD$4) OR GROWN ADJ CHILD$4
RESULT 1347

2 ALCOHOLISM
RESULT 9291

3 2 OR PROBLEM-DRINKING OR ALCOHOLIC$1
RESULT 10848

4 PARENT$1 OR FATHER$2 OR MOTHER$1
RESULT 40107

5 1 AND 3 AND 4
RESULT 60

6 1 WITH ALCOHOLIC$1
RESULT 35

7 5 OR 6
RESULT 76

8 7 AND ENLG
RESULT 75

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AN 12347 74-5. 8705.
AU SHER-KENNETH-J. DESCUTNER-CAROL.
TI REPORTS OF PATERNAL ALCOHOLISM: RELIABILITY ACROSS SIBLINGS.
SO ADDICTIVE BEHAVIORS.
1986 VOL 11(1) 25-30.
AB EXAMINED THE RELIABILITY OF REPORTS OF PARENTAL DRINKING BEHAVIOR IN 88 UNDERGRADUATE SIBLING PAIRS ON VERSIONS OF THE SHORT MICHIGAN ALCOHOLISM SCREENING TEST (SMAST), WHICH WAS ADAPTED SO THAT SS ENDORSED ITEMS PERTAINING TO THEIR FATHER'S (F-SMAST) OR MOTHER'S DRINKING BEHAVIOR. BECAUSE OF THE INFREQUENCY OF OFFSPRING REPORTS OF MATERNAL PROBLEM DRINKING IN THE PRESENT SAMPLE, ONLY DATA FROM THE F-SMAST WERE ANALYZED. SIBLINGS' REPORTS OF SPECIFIC PATERNAL DRINKING CONSEQUENCES SHOWED LOW AGREEMENT ON ITEMS REQUIRING INFERENCE (E.G., THE PRESENCE OR ABSENCE OF GUILT) AND HIGH AGREEMENT ON ITEMS REFERRING TO SPECIFIC BEHAVIORAL ACTS OR CONSEQUENCES (E.G., SEEKING HELP, DRIVING UNDER THE INFLUENCE). GLOBAL JUDGMENTS OF PATERNAL ALCOHOLISM AND OVERALL SCORES ON THE F-SMAST SHOWED ADEQUATE LEVELS OF RELIABILITY. (12 REF) (PSYCINFO DATABASE COPYRIGHT 1987 AMERICAN PSYCHOLOGICAL ASSN, ALL RIGHTS RESERVED).

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AN 01111 71-1. 8401.
AU RYCHTARIK-ROBERT-G ET AL.
TI ALCOHOL USE IN TELEVISION PROGRAMMING: EFFECTS ON CHILDREN'S

BEHAVIOR.
SO ADDICTIVE BEHAVIORS.
1983 VOL 8(1) 19-22.
AB EVALUATED THE IMPACT OF TELEVISED USE OF ALCOHOLIC BEVERAGES ON 75 8-11 YR OLDS' BEHAVIOR. SS WERE RANDOMLY ASSIGNED TO 1 OF 3 EXPERIMENTAL CONDITIONS: (A) TV WITH DRINKING DEPICTED, (B) TV WITHOUT DRINKING, OR (C) A NO TV CONTROL CONDITION. SEGMENTS OF THE SYNDICATED SHOW M.A.S.H. WERE USED AS THE VIEWING STIMULUS. THE IMPACT OF THE CONDITIONS WAS EVALUATED IN A CHOICE TASK REQUIRING SS TO CHOOSE EITHER MARTINI OR REGULAR GLASSES OF EITHER "WHISKEY" OR "WATER" TO SERVE PICTURED ADULTS AND CHILDREN. RESULTS INDICATE THAT SS WHO VIEWED TV DRINKING WERE SIGNIFICANTLY MORE LIKELY TO CHOOSE ALCOHOLIC BEVERAGES FOR PICTURED ADULTS BUT NOT CHILDREN. NO EFFECT WAS FOUND FOR GLASS PREFERENCE. (6 REF).

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AN 16771 73-7. 8607.
AU REYES-E. GARCIA-K-D. JONES-B-C.
TI EFFECTS OF THE MATERNAL CONSUMPTION OF ALCOHOL ON ALCOHOL SELECTION IN RATS. INTERNATIONAL SOCIETY FOR BIOMEDICAL RESEARCH ON ALCOHOLISM (ISBRA) (1984, SANTE FE, NEW MEXICO).
SO ALCOHOL.
1985 MAR-APR VOL 2(2) 323-326.
AB EXAMINED THE EFFECTS OF THE MATERNAL ADMINISTRATION OF ALCOHOL ON ALCOHOL SELECTION IN THE ADULT OFFSPRING. USING FEMALE WISTAR RATS WHO WERE PAIR-FED LIQUID DIETS CONTAINING EITHER ALCOHOL (6.7 OR 4%) OR ISOCALORIC CARBOHYDRATES STARTING ON DAY 1 OF GESTATION. THE LITTERS WERE CULLED TO 6 AND THE PUPS PLACED WITH NONALCOHOL TREATED SURROGATE MOTHERS UNTIL THEY WERE WEANED. AT 45 DAYS OF AGE, ALL SS WERE TESTED FOR 2-CHOICE SELECTION OF 10% ETHANOL VS WATER. CONSUMPTION FROM BOTH DRINKING TUBES WAS RECORDED FOR 30 DAYS, AND SELECTION RATIOS FOR ALCOHOL PER TOTAL FLUID VOLUME WERE CALCULATED. IN ALL CONDITIONS A SIGNIFICANT INCREASE IN ALCOHOL SELECTION WAS OBSERVED ACROSS THE 30-DAY TEST PERIOD. THESE DATA INDICATE THAT PRENATAL EXPOSURE TO ALCOHOL MAY PLAY A PART IN SUBSEQUENT SELECTION OF ALCOHOL, AT LEAST INITIALLY. HOWEVER, THE MOTHER'S ALCOHOL TREATMENT DID NOT SIGNIFICANTLY INFLUENCE THE OFFSPRING'S SELECTION OF ALCOHOL OVER THE 30-DAY TEST PERIOD. ALCOHOL SELECTION BY AN INDIVIDUAL MAY BE, AT LEAST IN PART, DETERMINED BY THE MOTHER'S CONSUMPTION OF ALCOHOL DURING GESTATION. (10 REF).

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AN 31525 74-11. 8711.
AU ALTERMAN-ARTHUR-I. BRIDGES-K-ROBERT. TARTER-RALPH-E.
TI THE INFLUENCE OF BOTH DRINKING AND FAMILIAL RISK STATUSES ON COGNITIVE FUNCTIONING OF SOCIAL DRINKERS.
SO ALCOHOLISM: CLINICAL & EXPERIMENTAL RESEARCH.
1986 AUG VOL 10(4) 448-451.
AB 17 MALE COLLEGE STUDENTS WHOSE FATHERS HAD DRINKING PROBLEMS WERE COMPARED IN THE AREA OF COGNITIVE FUNCTIONING WITH 17 MALE STUDENTS WHOSE FATHERS HAD NO DRINKING PROBLEMS. 14 OF THE SS THEMSELVES WERE CATEGORIZED AS PROBLEM DRINKERS. PROBLEM DRINKERS PERFORMED MORE POORLY ON THE GROUP EMBEDDED FIGURES TEST (GEFT) AND A PAIRED ASSOCIATES LEARNING TASK, SUPPORTING EARLIER FINDINGS OF COGNITIVE DEFICITS IN PROBLEM-DRINKING NONALCOHOLICS. ADDITIONALLY, SONS OF

SAMPLE

The Ohio State University
LIBRARIES

Appointment:

Date / /
Time _____
Librarian _____

Main Library - Automated Reference Service
132 Main Library
1858 Neil Avenue Mall
292-6175

SEARCH FORM

Name _____

OSU ID# _____

Address _____

Telephone #: Home _____ Work _____

College/Department _____

Status:
___ OSU Faculty
___ OSU Staff
___ OSU Grad. Stu.
___ OSU Undergrad.
___ OSU Friend
___ NonOSU Corporate
___ NonOSU Individual

Automated Reference Services are offered on a fee basis. Charges vary depending on the database searched and the number of references printed. Payment may be made with cash, check or 100w. Your signature below represents your authorization for OSU Libraries to conduct a computer search. ** _____

1. Please write a brief narrative description of the information which you are seeking. Please use complete sentences and be as specific as possible. Include synonyms of important key words.

2. If possible, please list two or three good references you already have on your topic.

3. Languages:
___ Any language
___ English only

4. Abstracts Desired if Available:
___ yes ___ no

5. Years of Literature Coverage:
___ Does not matter
___ Only the following years:
_____